

CLEMSON UNIVERSITY STAFF SENATE
Executive Committee

November 27, 2012, 8:30 AM, 801 University Union

Minutes

Members Present: Deb Charles, Julie Jones, Reba Kay-Purdessy, Julia Lusk, Angela Nixon, Carol Pike, Chris Sober, and Tina White

Members Absent: Karen Countryman, Karen Erickson, and Beth Newton

President Julia Lusk called the meeting to order.

1. **Approval of Minutes:** Deb Charles moved to approve the minutes of the October 30, 2012 Staff Senate Executive Committee meetings as written. Tina White seconded the motion and the vote was unanimous. The minutes were approved.
2. **President's Reports**
 - A. **Compensation Advisory** – Julia Lusk and Angela Nixon are still waiting to review the staff market research data compiled by Huron.
 - B. **Human Resources** – The president and vice president will be meeting monthly with HR staff members. The purpose of the meetings is to keep communication channels open so the Senate can be more responsive to staff issues.
3. **Financial Update,** Karen Erickson. Vending \$ 8,762.48, Other \$2,517.69, Travel \$500.00, and SDP \$10,113.05.
4. **Committees**
 - A. **Standing**
 - 1) **Activities,** Julie Jones. Activities will meet December 4th to begin work on the winter food drive. The committee hopes to begin the drive after the January Senate meeting and to wrap the event up by the April meeting.
 - 2) **Communications,** Angela Nixon and Reba Kay-Purdessy. The November newsletter has not been distributed to Senators to disseminate to their respective areas. The committee is working with Campus Banner to design a holiday e-card for a December distribution.
 - 3) **Membership,** Karen Countryman. No report.
 - 4) **Policy and Welfare,** Chris Sober. The committee is working on a policy for tuition assistance with regard to online courses for staff. Additionally, the group is reviewing USC's scholarship program for employees, their dependents, and spouses. Currently there are no issues and/or progress to report on parking or the reduced workweek research.
 - 5) **Scholarship,** Beth Newton and Carol Pike. The Sprint for Success 5K was successful. The committee meets on December 4th to start wrapping up the event.
5. **Unfinished Business**
 - A. **Joint Faculty-Staff Senate leadership meeting 11-13-12,** group. Kelly Smith's notes from the meeting were distributed to the group (Attachment). Those in attendance were pleased with the topics discussed and look forward to further collaboration. The next joint meeting is tentatively scheduled for March.

6. New Business

- A. Scholarship Commitment**, group. Karon Donald reported that the balances in the Staff Senate Annual Scholarship Fund and the Scholarship Endowment Spending Fund as of November 25, 2012 were \$18,514.30 and \$66,148.00 respectively. The scholarship commitment for the 2013-2014 academic year is due no later than December 20th. Our 2012-2013 commitment is 10 scholarships at \$1,150 each for an annual total of \$11,500. Deb Charles moved to increase the commitment for 2013-2014 to 10 scholarships at \$1,500 each for an annual total of \$15,000. Tina White seconded the motion. Seven committee members voted in favor and one voted against. The motion passed. Revenue from Woodburn will be moved to the endowment and a request to roll the spending balance back into the investment base will be sent the Foundation. The group agreed to review the funds from a short and long-term prospective.

7. Announcements

- A.** A holiday social will be held prior to the Senate meeting on December 11th. Refreshments will be provided and gifts have been ordered for members of the Senate.
- B.** The General Faculty/Staff meeting is December 19th at the Brooks Center for the Performing Arts at 1:00 p.m. The president of the Staff Senate is a part of the stage party and also has an opportunity to address the audience. Julia Lusk has agreed to participate.
- C.** Julia Lusk will be participating in both December graduation ceremonies on behalf of the Senate.

8. Adjournment: There being no further business to discuss, the meeting adjourned.

Next Meeting: Tuesday, January 29, 2012, 8:30 a.m., 801 University Union